

Arizona State Parks

# State Lake Improvement Fund

## FY 2009 Grant Application Instruction/Forms Manual

(For projects on waters where gasoline powered boats are permitted)

(See Rating Criteria Manual)

### **Application Deadline**

Applications must be received at:

Arizona State Parks  
Partnership Division  
Grants Section  
1300 W. Washington  
Phoenix, AZ 85007

**No later than:**  
**Friday, January 30, 2009**  
**By 5:00 p.m.**

This manual supersedes all previous manuals.





## Arizona State Parks Board

### **Chair**

William C. Scalzo  
Phoenix

### **Board Members**

Arlan Colton  
Tucson

Larry Landery  
Phoenix

William Cordasco  
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State Land Commissioner

Tracey Westerhausen  
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Tucson

**Executive Director**  
Kenneth E. Travous

**Assistant Director**  
Jay Ream

**Assistant Director**  
Jay Ziemann

**Assistant Director**  
Cristie Statler

Arizona State Parks  
1300 W. Washington  
Phoenix, AZ 85007  
Tel. TTY: (602) 542-4174

Fax: (602) 542-4180  
<http://www.azstateparks.com>  
E-mail: [grants@azstateparks.gov](mailto:grants@azstateparks.gov)

**Arizona Outdoor Recreation Coordinating Commission  
(AORCC)**

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Apache Junction Parks and Recreation Department  
Pinal/Maricopa County

**Vice Chair**

**Larry Voyles**  
Statutory Member  
Arizona Game and Fish Department

**William Schwind**  
Parks and Recreation Member  
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**Members**

**Devin Rankin**  
Public Member  
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**Karla Brady**  
Parks & Recreation Member  
Mohave County

**Kenneth E. Travous**  
Statutory Member  
Arizona State Parks

Dear SLIF Applicant:

Arizona State Parks is pleased to present the FY 2009 Grant Application Manual for the State Lake Improvement Fund. This manual is designed to instruct applicants in preparing successful grant applications for funding assistance from the State Lake Improvement Fund (SLIF). These grant monies will be available to successful applicants in Fiscal Year 2009. This manual contains general program information, application guidelines, rating system, and application requirements.

This manual supersedes all previous application materials prepared by Arizona State Parks. Manuals dated prior to FY 2009 should be discarded. All forms necessary to complete an application are available in this manual and may be reproduced OR you may request forms be emailed to you in Microsoft Word.

Please contact Danielle Silvas or myself if you have any questions as you design your project and prepare your grant application.

Danielle Silvas  
Program Coordinator  
(602) 542-7160

E-mail: [dsilvas@azstateparks.gov](mailto:dsilvas@azstateparks.gov)

Doris Pulsifer  
Chief of Grants  
(602) 542-7127

E-mail: [dpulsifer@azstateparks.gov](mailto:dpulsifer@azstateparks.gov)

State Parks is interested in your feedback about the grant manual and the application process. Please take a few moments to provide suggestions by contacting us.

The Arizona State Parks Grants Section administers eight grant programs: the State Lake Improvement Fund (SLIF); the Law Enforcement & Boating Safety Fund (LEBSF); the Recreational Trails Program (motorized portion); three components of the Arizona Heritage Fund (Historic Preservation; Trails; and Local Regional & State Parks); the Land and Water Conservation Fund; and the Growing Smarter State Trust Land Acquisition Program. Please refer to the table on the back cover of this manual for further information and phone numbers.

Thank you,

Doris Pulsifer  
Chief of Grants  
Arizona State Parks

# Table of Contents

	<u>Page</u>
<b>INTRODUCTION</b>	
General Program Information.....	2
Application Submission .....	3
Things To Know .....	4-7
Eligible Projects .....	8
Permitting Requirements .....	9-10
 <b>Grant Application Forms</b>	
Application Checklist .....	13-14
Certified Grant Application Form Instructions .....	15
Certified Grant Application Form .....	16
Applicant Resolution/ Authority to Apply.....	17-18
Evidence of Control and Tenure .....	19
Letter of Intent to Renew Lease.....	20
SHPO Certification.....	21-22
Historic Property Inventory Form .....	23-24
Memorandum of Understanding (for Third Party only).....	25-28
Assurance of Compliance (ADA) .....	29
Letter of Non-interference of Vested Water Rights .....	30
 <b>PROJECT BUDGET FORMS</b>	
Instructions for Completing Estimated Project Cost Sheet .....	32-33
Estimated Project Cost Sheet.....	34
Acquisition Cost Breakdown .....	35
Scope Item Cost Breakdown .....	36
Design and Engineering/Pre-agreement Breakdown.....	37-38
Instructions for Design and Engineering/Pre-agreement.....	39-40
Design and Engineering/Pre-agreement Worksheet .....	41
Scope Item Timetable .....	42
Donations List .....	43-44
 <b>MAPS AND PLANS</b>	
Maps and Plans.....	46-49
 <b>APPENDIX</b>	
County Boat Use Days Per Year .....	50





# INTRODUCTION

## General Program Information

The Arizona State Parks Board (Board), through the State Parks Grants Section, is responsible for the administration of State Lake Improvement Fund (SLIF) grant applications and approved projects. This is accomplished through the development of application guidelines and a priority rating system, the execution of participant agreements with grantees, and the subsequent monitoring of expended project work and grant expenditures.

To assist the Board with this responsibility, Arizona State Parks (ASP) staff works with the Arizona Outdoor Recreation Coordinating Commission (AORCC) to develop application policies and criteria for the equitable distribution of grant funds. AORCC reviews eligible project applications, and makes funding recommendations for Board consideration and final action.

Arizona's SLIF program was established in 1960 by the Arizona State Legislature (A.R.S. §5-382) to assist state and local units of government to fund projects on waters where gasoline powered boats are permitted. This program is administered by the Arizona State Parks Board, through the Partnerships Division, Grants Section.

## Funding Sources

### State Lake Improvement Fund (SLIF)

SLIF revenues are generated from the following sources:

- a percentage of the state motor vehicle fuel taxes attributed to watercraft
- a percentage of the motorized watercraft license taxes paid at the time of boat registration
- interest income on the fund

Depending upon the actions of the State Legislature, the State Lake Improvement Fund may provide approximately \$6 million for FY 2009 competitive grants.

## Fund Distribution

A rating team reviews and scores all eligible applications according to guidelines approved by the Board. AORCC reviews the applications and staff recommendations, then both the AORCC and staff funding recommendations are forwarded to the Board for final action. The Joint Committee on Capital Review (JCCR) must also review all projects prior to the distribution of funds. After approval and review, participant agreements are issued to successful grant applicants.

A maximum of 20% of the total available revenue will be available to any one applicant. The only exception to the 20% cap is applicants proposing the development of new recreational boating lakes. There is no maximum dollar cap on grants for this type of project.



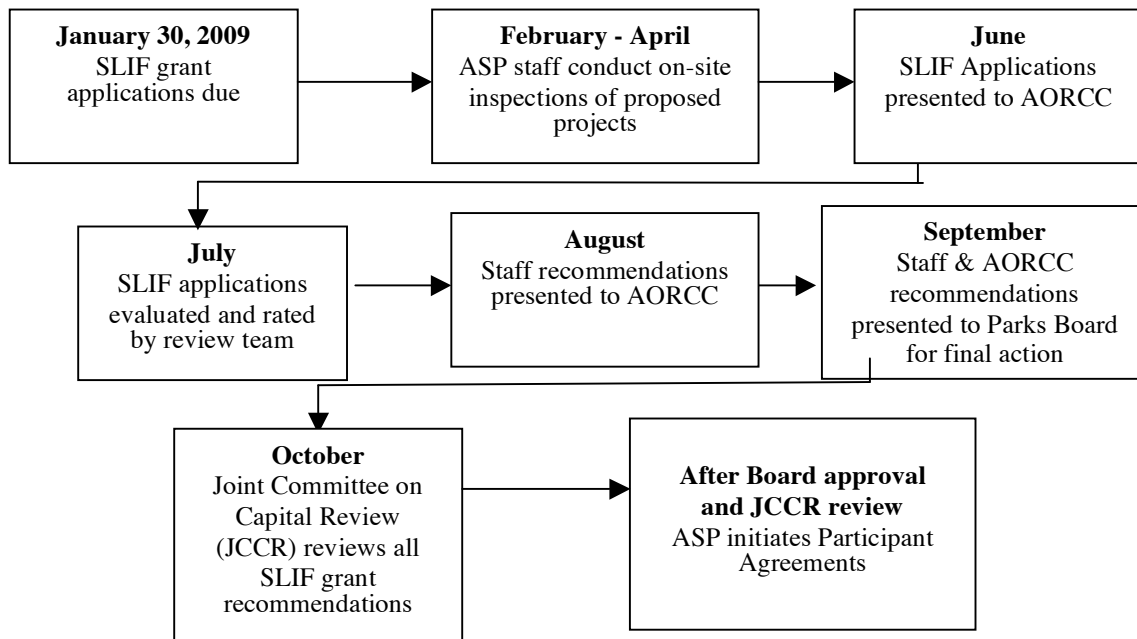
# Application Submission

Applicants must submit **one (1) original application and four (4) photocopies** of the completed application to the ASP Grants Section no later than **5:00 p.m. on Friday, January 30, 2009**. This is **not** a postmark deadline; applications must be **received** by the deadline. Applications received after this date and time will not be considered. For further information on requirements for a complete application, please refer to the list on page 15. **FAXED COPIES OF APPLICATIONS WILL NOT BE ACCEPTED. Incomplete applications and/or applications received after the deadline will be deemed ineligible and returned to the applicant.**

Applications must be received on or before **5:00 p.m., Friday, January 30, 2009** at:

Arizona State Parks  
Partnerships Division, Grants Section  
Attn: Danielle Silvas  
1300 West Washington  
Phoenix, Arizona 85007

## State Lake Improvement Fund Expected Grant Cycle



# Things To Know

## Eligible Applicants

Eligible applicants are the Arizona Game and Fish Commission, the Board of Supervisors of any county, and the governing body of a city or town.\*

Other entities, such as Indian tribes and federal agencies, may partner with an eligible applicant through a “third party” arrangement to be eligible for SLIF funds.

\*NOTE: In November 1994 the Board and AORCC approved a Memorandum of Agreement whereby Arizona State Parks receives 30% of the annual SLIF revenues available for grants and no longer participates in the competitive grant program. Arizona State Parks uses these SLIF monies for boating-related projects within the state parks system.

**Applications** -- Applicants may submit no more than one application per project site during any given fiscal year; however, additional applications may be submitted for other project sites. Incomplete applications will be determined ineligible and returned to the applicant.

**Application Format** – Do not bind the application, i.e., spiral binding or three ring binders. Applications may simply be held together by a rubber band or clip.

## Third Party Memorandum of Understanding (MOU)

If the applicant is sponsoring the application in cooperation with a third party, a completed and signed Memorandum of Understanding between the applicant and the third party **MUST** be submitted before the Participant Agreement can be signed (see SAMPLE on page 25-28).

A **DRAFT** of the MOU must be submitted with the application. AN APPLICATION WILL BE CONSIDERED INELIGIBLE IF A DRAFT MEMORANDUM OF UNDERSTANDING IS NOT INCLUDED IN THE APPLICATION.

## Matching Requirement

A match is not required for this program; however, rating points are given to applicants who choose to provide a match. See Section II. Criterion C. Matching Funds on page 7 (Rating Criteria Manual).

If awarded a grant, reimbursement will be made according to the percent match identified in the Participant Agreement based on this application.

## Operation and Maintenance

The grantee is responsible for continued operation and maintenance of grant funded facilities. Grant funds are not available for operation and maintenance costs.

## Competitive Procurement Requirements

Participants shall follow their own procurement standards for competitive procurements. If the participant does not have standard procurement procedures, the participant is encouraged to utilize the standards issued by the Arizona Department of Administration, State Procurement Office. The participant may also use internal force account labor pool to accomplish projects.

## **General Compliance**

All awarded grant projects must comply with applicable State statutes, regulatory requirements, and policies. The administration of all awarded grants is subject to the contents of the Administrative Guidelines for Awarded Grants published by Arizona State Parks.

## **Completion Requirements**

An awarded grant must be completed within a specific length of time from the date the ASP Assistant Director signs the agreement. The specific terms are:

Design and engineering	-	completed within two (2) years
Feasibility studies	-	completed within two (2) years
Equipment purchases	-	completed within two (2) years
Land acquisition	-	completed within two (2) years
Facility development	-	completed within three (3) years

Generally, work undertaken prior to the execution of the agreement is not an eligible project cost. If approved, pre-agreement and design and engineering costs combined cannot exceed 10% of the total grant award. Pre-agreement costs must have been expended by the applicant within the past three years.

## **Beginning the Scope of Work**

All applicable permits and clearances must be obtained no later than eighteen (18) months after the Participant Agreement is signed. In addition, actual development work must begin within eighteen (18) months of the signed agreement. Equipment purchases, feasibility studies, and acquisitions must begin within six (6) months of the signed agreement. Failure to meet this requirement may result in cancellation of the agreement and return of the grant funds to the State Lake Improvement Fund.

Work is defined as an executed consultant agreement for studies, reports, assessments, or architectural/engineering projects; an executed construction contract or initiated on-site force account labor for development projects; Request for Quotes (RFQs) for equipment purchases; an offer to purchase real property for acquisition projects; agency project set-up for in-house design; or other documented evidence that a project has been initiated.

**Appraisals** -- Appraisals for proposed land acquisitions must be prepared according to the requirements of the Uniform Standards of Professional Appraisal Practice by a State Certified Appraiser not more than one year before the acquisition. If the appraisal was prepared more than one year before the acquisition, an updated appraisal will be required. The appraisal must be in the "Complete and Self-Contained" format.

## **Legal Requirements for Participants**

All applicants must comply with applicable federal, state, and local legislation including historic preservation, civil rights, equal opportunity, and disability laws. In addition, applicants must comply with A.R.S. §38- 501 to §38-511 regarding conflicts of interest.

**Americans with Disabilities Act (ADA)** -- Facilities must be designed to reasonably meet the needs of persons with disabilities. In so doing, the participant must comply with all applicable provisions of the Americans with Disabilities Act of 1990, (Public Law 101-336, 42 U.S.C. 12101-12213) and the Arizonans with Disabilities Act (A.R.S. § 41-1401).

**Title Transfer and Site Development** -- Title transfer of lands proposed for acquisition, whether by donation, negotiation, or condemnation, and the development of proposed facilities on the acquired land, or other land proposed for development **may not commence** until there is an executed Participant Agreement between the participant and Arizona State Parks. **Work or acquisition completed prior to execution of the Participant Agreement shall be the full responsibility of the applicant unless otherwise approved by the Board.**

**Waiver of Retroactivity** -- A Waiver of Retroactivity applies only to emergency land acquisition projects where an application will be submitted within one year from the granting of the waiver. Contact Arizona State Parks for further information.

**Photos** -- Include four 4" x 6" color photographs (labeled) of the proposed project site/facilities in a plastic photo folder or an envelope included with the application. Do not paste, tape, or staple photos to a page in the application.

### **Water Rights**

Arizona State Statute states that projects involving expenditure of monies from the State Lake Improvement Fund must not interfere with any vested water rights, or the operation or maintenance of water projects, including domestic, municipal, irrigation district, drainage district, flood-control district or reclamation projects. A SIGNED statement of non-interference with vested water rights MUST be submitted with applications for acquisition or development.

**Maps** -- Maps must be of display quality on an 8 1/2" x 11" sheet of paper for the presentation of applications to AORCC (see pages 46-49 for examples).

- Development applications must include a location map, site plan, and floor plan (if structures are included as part of the project).
- Equipment applications must include a location map showing where the equipment will be used.
- Land acquisition applications must include an acquisition parcel map.

### **Disagreements**

If an applicant disagrees with any decision or action concerning the application process, which is not resolved to the satisfaction of the applicant, a request for review may be submitted to the Assistant Director of the Partnerships Division of Arizona State Parks. The applicant must submit a written request for review within 30 days of the ASP staff notification. The Assistant Director will respond within 30 days. If the disagreement is not resolved at the Assistant Director's level, the applicant may submit a written request for review to the Executive Director of Arizona State Parks. The Executive Director will respond within 30 days of receiving the written request.

### **Program Acknowledgement**

Acknowledgement of the SLIF program is required at a project site during and after project development. Acknowledgement is also required for non-construction projects. Contact the SLIF program coordinator for acceptable acknowledgement methods and sign options.

**Inspections**

All SLIF projects are subject to periodic inspection by State Parks staff.

# Eligible Projects

The following list includes the eligible items for funding per statute (in bold), and the typical components of each item. The term “public” may be interpreted to refer to facilities accessible to the general public or facilities used by public agencies for the benefit of the general public.

- (a) **Public launching ramps** - walkways, curbs/retaining walls, lighting, surfacing
- (b) **Public piers, marinas, or marine stadia** - fishing piers, boat docks, marina spectator seating, breakwater, jetty, fuel facilities
- (c) **Public toilets, sanitation facilities, and domestic waters** - restrooms, toilets, wells, drinking fountains
- (d) **Public picnic tables and facilities** -picnic tables and benches, grills, ramada/shade structures, pads, kiosks, trash receptacles
- (e) **Public parking areas** - sidewalks, curbs, lighting, surfacing
- (f) **Lake construction or improvement** - lake beds, embankments, boating related shorelines, spillways, dams, dredging, weed removal, erosion control
- (g) **Marking buoys and other safety facilities** - hazard buoys and signs, warning devices, navigational aid devices
- (h) **Watercraft** - boats, trailers, motors, radios, lights, basic first aid  
\*NOTE: Eligible boating law enforcement and safety equipment shall include only that equipment required to make a patrol boat initially operational, such as boat, trailer, motor, radios, lights, and first-aid. Eligible recipients for such grants shall include state agencies, counties and incorporated municipalities. Federal agencies are not eligible for boating law enforcement and safety equipment grants.
- (i) **Public campgrounds** - picnic tables and benches, pads, restroom/shower buildings, ramadas, grills, kiosks, trash receptacles
- (j) **Acquisition of real and personal property through purchase, lease, agreement or otherwise for the purpose of providing access to waters where boating is permitted**
- (k) **Housing for law enforcement and safety personnel** – up to \$55,000 per unit in SLIF funds may be used for new construction and renovation
- (l) **Design and engineering projects** - Limited to 10% of the grant award. Design and engineering activities completed by the applicant’s internal staff may be included as a source of match but are not eligible for reimbursement. Design and engineering activities that are contracted out are eligible for reimbursement.

Other allowable scope items: Essential landscaping; necessary utility infrastructure; essential access internal to a facility or site; directional, informational, or safety-related signs.

Ineligible scope items: Paved access roads, nonessential landscaping, grant administration, archaeological data recovery, environmental impact statements or NEPA studies.

# Permitting Requirements

Proposed grant projects may involve work that requires permits and clearances from various state and federal agencies. Arizona State Parks does not determine which, if any, permits or clearances are required for specific projects nor does it review permits or clearances for accuracy or appropriateness. Applicants are encouraged to arrange pre-application meetings with appropriate federal, state, and local government agencies to determine requirements, processes, time schedules and documentation required for proposed permit applications. See references and telephone numbers on next page.

If awarded a grant, the applicant is responsible for conducting environmental assessments and obtaining all applicable permits and clearances no later than 18 months after the Participant Agreement is signed. Construction funds will not be released until copies of all applicable permits and clearances are received by Arizona State Parks.

Review the items listed below to help determine if the project may require permits and/or clearances.

Will the project:

- Affect any (a) federally listed endangered or threatened species or designated critical habitat or, (b) species listed as wildlife of special concern in Arizona?
- Include introduction or importation of any species not presently or historically occurring in the receiving location?
- Affect any recognized state natural area, prime, or unique ecosystem or geologic feature, or other ecologically critical area?
- Involve habitat alteration or land-use changes such as planting, burning, removal of native vegetation, clearing, grazing, water manipulation, or modification of public use?
- Involve any new or modified construction or development in floodplains or wetlands?
- Require ground or surface water through contract of acquisition for long-term project viability?
- Include the use of any chemical toxicants?
- Result in any discharge in conflict with Federal (or State) air or water quality regulations?
- Require substantial consumption of energy to complete or maintain the project (heavy equipment, large vessels, etc.) or result in increased energy consumption by the public (new public-use areas, etc.)?
- Affect any archaeological, historical or cultural site or alter the aesthetics of the subject area?
- Impact a designated wild or scenic river, wilderness area, national trail, or other protective national or state designation (i.e., Unique Waters, Area of Critical Environmental Concern, National Conservation Area, etc.)?

- Have any substantive environmental impacts not addressed above, or result in impacts that separately do not require assessment but together must be considered substantial?

## References and Telephone Numbers

### REFERENCES

1. Section 7, Endangered Species Act of 1973, as amended
2. Arizona Game and Fish Department Wildlife of Special Concern List
3. Executive Order 11987, Exotic Organisms; and 50 CFR 92
4. Executive Order 11988, Flood Plain Management
5. Executive Order 11990, Protection of Wetlands
6. Administration of Clean Air Act of 1970 (P.L. 91-604) and Federal Water Pollution Control Act (P.L. 92-500), Executive Order 11738; and Clean Water Act Amendments of 1977 (P.L. 95-217)
7. Executive Order 11593, Protection and Enhancement of the Cultural Environment (P.L. 93-291), Archaeological and Historic Preservation Act, 5-244-74; and CEQ Guidelines, Federal Register 43(230), 11-29-78, § 1508.8
8. Wild and Scenic Rivers Act (P.L. 90-542)
9. Wilderness Act (P.L. 88-577)
10. National Trails Act (P.L. 90-543)
11. National Environmental Policy Act (NEPA), 1969; CEQ guidelines, Federal Register 43(230), 11-29-78, §§ 1507.3 and 1508.4; Federal Register 44(112), 6-8-79, pp. 33160-33162
12. Arizona Native Plants, A.R.S. § 3-901 to § 3-934

### TELEPHONE NUMBERS

U.S. Army Corps of Engineers	(602) 640-5385
Arizona Game and Fish Department	(602) 942-3000
Arizona Department of Environmental Quality	(602) 771-2300
Arizona Department of Water Resources	(602) 771-8500
State Historic Preservation Office, Arizona State Parks	(602) 542-4009
U.S. Fish and Wildlife Service – Southwest Region	(505) 248-6911





# **GRANT APPLICATION FORMS AND INSTRUCTIONS**

# APPLICATION CHECKLIST

**ATTENTION:** Please pay close attention to the following instructions – they have changed from last year. To insure the eligibility of your application the following must be included.

**Submit one (1) copy of the entire application, which includes items #1 - #9  
and  
four (4) copies of items #7 - #9, including documentation  
by 5 PM on Friday, January 30, 2009**

**Do not bind or staple the applications –  
Please clip in the upper left hand corner.**

**Submit ONE (1) entire application that includes the required items listed below (Items #1 through #9).**

☐

- 1. FY 2009 State Lake Improvement Fund Certified Grant Application Form (page 16)**  
*\* use this form as the cover sheet for packets, including the 4 rating packet copies*

- ❖ The individual authorized by the Resolution must sign the grant application.
- ❖ The applicant must be an eligible entity to apply for the grant.

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- 2. Applicant Resolution/Authority to Apply (page 17-18)**

- ❖ At a minimum, a draft Resolution or letter explaining when the resolution will be provided must be included with the application. A final signed Resolution must be submitted by the February 27, 2009 deadline or the application will be determined ineligible. Matching funds must be stated in the Resolution.
- ❖ The person authorized to receive funds as certified in the Applicant Resolution must sign the original copy of the application and all other required documents.

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- 3. Control & Tenure (page 19-20) (not needed for Equipment Purchases)**

- ❖ The application must include the appropriate documentation to demonstrate Control & Tenure of the property such as a lease, special use agreement, title or deed with a map depicting the area(s) proposed for lease, easement, permit or agreement.
- ❖ The Control & Tenure documents must state a valid term of at least 25 years with 20 years remaining at the time of application submittal.
- ❖ A copy of the Title Insurance (not title report) for all parcels must be included with the application.
- ❖ In lieu of title insurance, the applicant must provide a title opinion signed by their legal representative indicating all parcels are unencumbered.

☐

**4. SHPO Review Form/SHPO Historic Property Inventory Form** (pages 21-24)  
(*not needed for Equipment Purchases*)

- ❖ A 7.5' USGS map of the entire project area (clearly labeled)
- ❖ A copy of the cultural resources survey report if a survey of the property has been conducted.

If a survey report for this project area has already been approved by SHPO, provide a copy of the SHPO comments.

☐

**5. Memorandum of Understanding (for Third Party projects only)** (pages 25-28)

- ❖ A draft Memorandum of Understanding (MOU) must submitted with the application. The completed and signed MOU delegating the responsibilities as provided in the sample resolution must be received before the Participant Agreement can be signed.
- ❖ The Memorandum of Understanding (MOU) must state the responsibilities of the Applicant and the Third Party as detailed in the sample resolution provided in the manual.

☐

**6. Americans with Disabilities Act (ADA) certification** (page 29)  
**and Letter of Non-interference of Vested Water Rights** (page 30)

**Submit four (4) additional copies of the items listed below (items #7 though #9, including documentation)**

**\*include the Certified Grant Application Form as cover to each packet**

☐

**7. Project Rating Criteria** (see FY 2009 Rating Criteria Manual)

- ❖ Written responses to rating criteria with supporting documentation.

☐

**8. Project Budget Forms**

- ❖ Estimated Project Cost Sheet (page 34)
- ❖ Acquisition Cost Breakdown - if applicable (page 35)
- ❖ Scope Item Cost Breakdown (page 36)
- ❖ Design & Engineering/Pre-agreement Costs Breakdown - if applicable (page 37)
- ❖ Scope Item Timetable (page 42)
- ❖ Donations List (page 43-44)

☐

**9. Maps and Plans**

- ❖ Acquisition Parcel Map - if applicable (page 46)
- ❖ Location Map (page 47) ***plus 7.5'USGS map***
- ❖ Site Plan - if applicable (page 48)
- ❖ Floor Plans - if applicable (page 49) (*not needed for Equipment Purchases*)
- ❖ Photos – Four (4) 4x6 color prints (labeled) (*not needed for Equipment Purchases*)

## SLIF Certified Grant Application Form Instructions

Please complete the SLIF Application Certification Form (page 16) using the instructions provided below. This information must be typewritten.

1. **Applicant.** Enter the name of the eligible applicant.
2. **Applicant Address.** Enter the mailing address of the applicant.
3. **Applicant Contact.** Enter the name, title, telephone and fax numbers, and E-mail address of the individual who will administer the project.
4. **Third Party.** If the applicant is not the property owner and is sponsoring the application in cooperation with the property owner, enter the name of the property owner (third party).
5. **Third Party Address.** Enter the mailing address for the third party.
6. **Third Party Contact.** Enter the name, title, telephone and fax numbers of the individual associated with the third party who will be knowledgeable about the project.
7. **Applicant Type.** Check which type applies.
8. **Project Title.** Enter the title of the project, including the resource name and principal activity (for example, acquisition, development, renovation, study, equipment purchase) to be undertaken.
9. **U.S. Congressional District.** Enter the current number of the district in which the project site is located. Contact your County Recorder for this information.
10. **State Legislative District.** Enter the current number of the district in which the project site is located. Contact your County Recorder for this information.
11. **County.** Enter the name of the County in which the project site is located.
12. **Brief Description of the Project.** In three or four sentences, describe the project and the nature of the work to be accomplished.
13. **Project Funding.**

Grant Request -- Enter the amount of your grant request.

Match Amount -- Enter the amount for which the applicant will be responsible. This amount may be from city funds, nonprofit organizations, third party, or other sources.

Total Project Cost -- Enter the total project cost which equals the grant request plus the match amount.

**These three amounts must correspond to the Resolution and Estimated Project Cost Sheet.**

14. **Authorized Signature & date.** The signature of this individual must be designated in the Application Resolution. **This individual is authorized to act on behalf of the applicant in conducting all official business related to the project and should sign each form in the application.** Please type the signatory's name and title below the signature.

# FY 2009 SLIF Certified Grant Application Form



## Participant Information

1. Applicant Name	4. Third Party
2. Applicant Address	5. Third Party Address
3. Applicant Contact: Name Title Telephone Fax E-mail	6. Third Party Contact: Name Title Telephone Fax E-mail

## Project Information

### 7. Applicant Type

<input type="checkbox"/> Any County Board of Supervisors	<input type="checkbox"/> Arizona Game and Fish Commission
<input type="checkbox"/> Governing Body of a city or town	

8. Project Title	9. Congressional District #	10. AZ Legislative District #	11. County
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12. Brief Description of Project
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### 13. Project Funding Amount - (Complete the following using the Estimated Cost Sheet on pg 34)

Grant Request (____%)	Match (____%)	Total Project Cost (100%)
\$	\$	\$

**14. Certification** (This form must be signed by the individual authorized in the Resolution for the application to be considered complete.) *I hereby certify that the information in this application is true and correct to the best of my knowledge.*

**Authorized Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Typed Name and Title:** \_\_\_\_\_

# Applicant Resolution/Authority to Apply

To be eligible for funding consideration, the applicant must include a resolution certifying authority to apply for State Lake Improvement Funds. The required components of the resolution are listed below.

*NOTE: If the applicant cannot secure a signed resolution by the time of application, a letter explaining the circumstances must be submitted along with the application. In no case will a signed resolution be accepted by Arizona State Parks later than FEBRUARY 27, 2009.*

## SAMPLE RESOLUTION

Resolution No. \_\_\_\_\_

RESOLUTION OF THE \_\_\_\_\_  
(Applicant Name)

APPROVING THE APPLICATION FOR STATE LAKE IMPROVEMENT FUNDS

\_\_\_\_\_  
(Name of Project)

WHEREAS, the Legislature under A.R.S. § 5-382 has authorized the establishment of the State Lake Improvement Fund program, providing funds to the State of Arizona, its political subdivisions for acquiring lands and developing facilities for public boating purposes; and

WHEREAS, Arizona State Parks Board (BOARD) is responsible for the administration of the program within the State, setting up necessary rules and procedures governing application by state and local agencies under the program; and

WHEREAS, said adopted procedures established by the BOARD require the applicant to certify by resolution the approval of applications, signature authorization, the availability of local matching funds (if applicable), and authorization to sign a Participant Agreement with the BOARD prior to submission of said applications to the BOARD; and

NOW, THEREFORE, BE IT RESOLVED THAT THE \_\_\_\_\_ (Applicant's Governing Body) hereby:

1. Approves the filing of an application for FY 2009 State Lake Improvement Fund assistance, and
2. Certifies that the application is consistent and compatible with all adopted plans and programs of \_\_\_\_\_ (Applicant's Governing Body) for boating facility and safety developments; and

3. Agrees to comply with all appropriate procedures, guidelines, and requirements established by the BOARD as a part of the application process; and
4. Certifies that \_\_\_\_\_ (Applicant) will comply with all appropriate state and federal regulations, policies, guidelines, and requirements as they relate to the application; and
5. If applicable, certifies that \_\_\_\_\_ (Applicant) has matching funds in the amount of \$ \_\_\_\_\_ from the following source(s): (list each funding source of cash and in-kind match ); and
6. Appoints the \_\_\_\_\_ (Title - can be more than one person) as agent of \_\_\_\_\_ (Applicant's Governing Body) to conduct all negotiations, execute and submit all documents including, but not limited to, applications, agreements, amendments, billing statements, and so on which may be necessary for the completion of the aforementioned project.

PASSED, ADOPTED AND APPROVED BY THE \_\_\_\_\_ (Applicant)  
this \_\_\_\_\_ (day) of \_\_\_\_\_ Month, \_\_\_\_\_ Year .

\_\_\_\_\_ ( Authorized Signature)

Attest:

(Seal)

Approved As To Form:

Reviewed By:

\_\_\_\_\_ (Attorney)  
\_\_\_\_\_  
Official)

\_\_\_\_\_ (County, City or Town Manager or Similar)

\_\_\_\_\_, I, the undersigned, \_\_\_\_\_, being the duly appointed and qualified \_\_\_\_\_ (Office Held) of \_\_\_\_\_ (Applicant), certify that the foregoing Resolution No. \_\_\_\_\_ is a true, correct, and accurate copy of Resolution No. \_\_\_\_\_, passed and adopted at a regular meeting of \_\_\_\_\_ (Applicant), held on (Month \_\_\_\_\_, Day \_\_\_\_\_, Year \_\_\_\_\_) at which a quorum was present and voted in favor of said (Month \_\_\_\_\_, Day \_\_\_\_\_, Year \_\_\_\_\_) Resolution.

Given under my hand and seal this \_\_\_\_\_ (Day, Month, Year)

\_\_\_\_\_ (Signed)



## Evidence of Control and Tenure

The applicant is responsible for operation and maintenance of grant assisted facilities or equipment and retention of land acquisitions according to the Term of Public Use established in the General Provisions. The Term of Public Use must be at least 25 years for equipment over \$50,000 (personal property), 25 years for facilities (real property) and 99 years for acquired land.

The applicant **MUST** submit documentation to demonstrate the control (i.e., deed, lease, easement, etc.) and tenure (i.e., 25 years, 50 years, etc.) of the land where the project site is located. For a development project, the applicant must include copies of the document which evidences control and tenure of the proposed project site. Evidence of control and tenure can be shown by submitting copies of the required documents listed in either #1 or #2 below.

1. **Title or Deed** -- If the land proposed for development is owned by the applicant, the following must be submitted with the application:

- copy of the recorded title **or** deed
- legal description of the deed with an attached map
- updated copy of title insurance for the property **or** a title opinion

In lieu of title insurance, a “title opinion” of the applicant’s legal representative may be submitted. This opinion will certify that the title is vested in the applicant and there are no outstanding liens or encumbrances imposed against the property, which would adversely affect the proposed development.

2. **Leases, Easements, Permits, or Special Use Agreements** -- Lands not owned by the applicant may be developed with grant assistance if provisions exist in a lease or use agreement. The lease, permit, or special use agreement must adequately safeguard the long-term use of the land for public recreation. **AN APPLICATION WILL BE CONSIDERED INELIGIBLE IF A LEASE OR SPECIAL USE AGREEMENT IS NOT INCLUDED IN THE APPLICATION.** The following must be submitted with the application:

- copy of the signed lease, easement, permit, or special use agreement.
- map depicting the area(s) existing or proposed for lease, easement, permit, or agreement

**\*NOTE: For a development project, an applicant must have a minimum of a 25-year lease with at least 20 years remaining at the time an application is submitted. The lease must include the provisions that (1) the lessee has the first right of lease renewal, and (2) the lessor cannot cancel the lease without cause. If the a 25-year lease has at least 20 years remaining, the application must include a letter of intent to exercise the option to renew (page 20). Proposed projects on State Trust Land leases will be considered on a case-by-case basis, however; must comply with the 25-year Term of Public Use.**

# INTENT TO RENEW LEASE (Sample letter)

*Date*

SLIF Grant Program Coordinator  
Arizona State Parks  
1300 W. Washington  
Phoenix, AZ 85007

RE: Letter of Intent to Renew Lease

Dear:

On \_\_\_\_\_ date \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ Participant  
entered into a \_\_\_\_\_ term of lease \_\_\_\_\_ year lease with \_\_\_\_\_ managing land agency  
for public use at \_\_\_\_\_ location of facility \_\_\_\_\_. The  
expiration date of this lease is \_\_\_\_\_, \_\_\_\_\_.

This lease includes an option to renew for an additional \_\_\_\_\_ years, which the  
\_\_\_\_\_ Participant \_\_\_\_\_ intends to exercise upon  
the conclusion of the first term.

Sincerely,

Applicant Name  
Applicant Title

STATE HISTORIC PRESERVATION OFFICE

## Review Form

The State Historic Preservation Office (SHPO) must review each grant application in order to determine the impact, if any, a proposed project may have on archaeological or other cultural resources. To assist the SHPO in this review, the applicant is required to submit the following information with each application for funding assistance:

1. A completed copy of this form
2. Project area plotted on photocopy of appropriate 7.5' USGS map.
3. A copy of the cultural resources survey report, if a survey of the property has been conducted.
4. A copy of SHPO comments, if the survey report has already been reviewed by SHPO.
5. A copy of any comments of the land managing entity (i.e., state, federal, county, municipal) on potential impacts of the project on historic properties. NOTE: If a federal agency is involved, the agency must consult with SHPO pursuant to the National Historic Preservation Act; a state agency must consult with SHPO pursuant to the State Historic Preservation Act.

Grant Program: \_\_\_\_\_ Project Title: \_\_\_\_\_

Applicant Name and Address: \_\_\_\_\_

Current Land Owner/Manager(s): \_\_\_\_\_

Project Location -- including Township, Range and Section: \_\_\_\_\_

### Please answer the following:

1. Total project area in acres (or total miles if trail): \_\_\_\_\_
2. Does the proposed project have the potential to disturb the surface and/or subsurface of the ground?  
\_\_\_\_\_ YES \_\_\_\_\_ NO
3. Please provide a brief description of the proposed project and specifically identify any surface or subsurface impacts that are expected. Attach extra sheets if more space is needed.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Describe the condition of the current ground surface within the entire project boundary area (for example, is the ground in a natural undisturbed condition, or has it been bladed,  
\_\_\_\_\_

paved, graded, etc.). Estimate horizontal and vertical extent of existing disturbance. Attach extra sheets if more space is needed. Attach photos of project area to document condition.

5. Are there any known prehistoric and/or historic archaeological sites in or near the project area? \_\_\_\_\_ YES \_\_\_\_\_ NO

6. Has the project area been previously surveyed for cultural resources by a qualified archaeologist? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ UNKNOWN

**If yes, please submit a copy of the survey report. Please attach any comments on the survey report made by the land managing agency and/or SHPO.**

7. Are there any buildings or structures (including mines, bridges, dams, canals, etc.) which are 50 years or older in or adjacent to the project area? \_\_\_\_\_ YES \_\_\_\_\_ NO

If YES, complete an Arizona Historic Property Inventory Form for each building or structure, attach it to this form, and submit it with your application.

8. Is your project area within or near a historic district? \_\_\_\_\_ YES \_\_\_\_\_ NO

**If YES, name of district** \_\_\_\_\_

**Please sign on the line below certifying all information provided for this application is accurate, to the best of your knowledge.**

\_\_\_\_\_  
Applicant Signature/Date

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Phone Number

**FOR SHPO USE ONLY**

SHPO Finding:

\_\_\_ Funding this project will not affect historic properties

\_\_\_ Survey necessary—further Grants/SHPO consultation required (*grant funds will not be released until consultation has been completed.*)

\_\_\_ Cultural resources present—further Grants/SHPO consultation required (*grant funds will not be released until consultation has been completed.*)

SHPO Comments:

\_\_\_\_\_  
for State Historic Preservation Office

\_\_\_\_\_  
Date

STATE OF ARIZONA  
FORM

HISTORIC PROPERTY INVENTORY

*This form is required if a historic building exists on the property.*

*Please type or print clearly. Fill out each applicable space accurately and with as much information as is known about the property.*

PROPERTY IDENTIFICATION

For Properties identified through survey: Site No. \_\_\_\_\_ Survey Area \_\_\_\_\_

Historic Name(s) \_\_\_\_\_

*(Enter the name(s), if any, that best reflects the property's historic importance.)*

Address \_\_\_\_\_

City or Town \_\_\_\_\_ ☐ vicinity County \_\_\_\_\_ Tax Parcel No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Quarters \_\_\_\_\_ Acreage \_\_\_\_\_

Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ Plat (Addition) \_\_\_\_\_ Year of plat (addition) \_\_\_\_\_

UTM reference: Zone \_\_\_\_\_ Easting \_\_\_\_\_ Northing \_\_\_\_\_

USGS 7.5' quadrangle map: \_\_\_\_\_

ARCHITECT \_\_\_\_\_ ☐ not determined ☐ known Source \_\_\_\_\_

BUILDER \_\_\_\_\_ ☐ not determined ☐ known Source \_\_\_\_\_

CONSTRUCTION DATE \_\_\_\_\_ ☐ known ☐ estimated Source \_\_\_\_\_

STRUCTURAL CONDITION

☐ Good (*well maintained; no serious problems apparent*)

☐ Fair (*some problems apparent*) Describe: \_\_\_\_\_

☐ Poor (*major problems; imminent threat*) Describe: \_\_\_\_\_

☐ Ruin/Uninhabitable

USES/FUNCTIONS

*Describe how the property has been used over time, beginning with the original use.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sources \_\_\_\_\_

PHOTO INFORMATION

Date of photo \_\_\_\_\_

View Direction (*looking towards*) \_\_\_\_\_ Negative No. \_\_\_\_\_

*Attach recent photograph of property to this space.  
Additional photos may be appended.*

## SIGNIFICANCE

To be eligible for the National Register, a property must represent an important part of the history or architecture of an area. The significance of a property is evaluated within its historic context, which are those patterns, themes, or trends in history by which a property occurred or gained importance. Describe the historic and architectural contexts of the property that may make it worthy of preservation.

A. HISTORIC EVENTS/TRENDS Describe any historic events/trends associated with the property \_\_\_\_\_

B. PERSONS List and describe persons with an important association with the building \_\_\_\_\_

C. ARCHITECTURE Style \_\_\_\_\_ ☐ no style

Stories \_\_\_\_\_ .Basement \_\_\_\_\_ Roof form \_\_\_\_\_

Describe other character-defining features of its massing, size, and scale \_\_\_\_\_

## INTEGRITY

To be eligible for the National Register, a property must have integrity, i.e., it must be able to visually convey its importance. The outline below lists some important aspects of integrity. Fill in the blanks with as detailed a description of the property as possible.

LOCATION ☐ Original site ☐ Moved: date \_\_\_\_\_ original site \_\_\_\_\_

DESIGN Describe alterations from the original design, including dates \_\_\_\_\_

MATERIALS Describe the materials used in the following elements of the property.

Walls (structure) \_\_\_\_\_ Walls (sheathing) \_\_\_\_\_

Windows \_\_\_\_\_

Roof \_\_\_\_\_ Foundation \_\_\_\_\_

SETTING Describe the natural and/or built environment around the property \_\_\_\_\_

How has the environment changed since the property was constructed? \_\_\_\_\_

WORKMANSHIP Describe the distinctive elements, if any, of craftsmanship or method of construction \_\_\_\_\_

## NATIONAL REGISTER STATUS (if listed, check the appropriate box)

☐ Individually Listed; ☐ Contributor ☐ Non-contributor to \_\_\_\_\_ Historic District

Date Listed \_\_\_\_\_ ☐ Determined eligible by Keeper of National Register (date \_\_\_\_\_)

## RECOMMENDATIONS ON NATIONAL REGISTER ELIGIBILITY (opinion of SHPO staff or survey consultant)

Property ☐ is ☐ is not eligible individually.

Property ☐ is ☐ is not eligible as a contributor to a listed or potential historic district.

☐ More information needed to evaluate.

If not considered eligible, state reason: \_\_\_\_\_

## FORM COMPLETED BY

Name and Affiliation: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

# State Lake Improvement Fund

## Memorandum of Understanding Between (SLIF Participant) and (Third Party) for (Construction and Maintenance of Boating Access Facilities and Related Improvements)

THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between \_\_\_\_\_, (hereafter referred to as "the Participant"), acting through its administrative agency, (hereafter referred to as "the \_\_\_\_"), pursuant to A.R.S. § \_\_\_\_\_, and the [Third Party], hereafter referred to as ["the \_\_\_\_\_"] acting pursuant to [the Act of \_\_\_\_\_, ( \_\_\_\_\_ U.S.C. \_\_\_\_\_)], is for the purpose of [providing public boating access facilities and improvements] on land/waters administered by the Third Party.

WITNESSETH:

WHEREAS, the State Lake Improvement Fund (SLIF) was created by A.R.S. § 5-382 and may be used to [construct boating access facilities and related improvements] upon approval of an application from a qualified local sponsor, and

WHEREAS, the Participant and the [Third Party] desire public boating access facilities and related improvements to be constructed and maintained at various waters where boating is permitted in Arizona, administered by the [Third Party], \_\_\_\_\_.

NOW, THEREFORE, the parties hereto agree as follows:

### A.THE PARTICIPANT SHALL:

1.Either develop facilities, upon application and award of a special use authorization, or provide boating access funds for the [Third Party] to develop boating access and related improvement projects by taking all necessary steps to make applications, prepare justification statements, and provide any other information or data required to perfect grant application to the Arizona State Parks Board (ASPB) for boat access facilities and related improvements at lakes administered by the [Third Party].

2.Upon request by the [Third Party] transfer SLIF grant funds to the [Third Party] for deposit in the [ \_\_\_\_\_ Fund] for the subject facilities. Such grant funds to be expended by the [Third Party] shall pay the cost of \_\_\_\_\_ including direct overhead expenses approved for boating access and related improvement development. Each project approved for funding shall be identified by an individual [Collection Agreement] [account].

3. Provide for operation and maintenance of the facilities pursuant to guidelines established in the SLIF Grant Participant Agreement for Project No. (the SLIF Grant Agreement), in the event that the [Third Party] is unable to continue to perform such services.

B. THE [THIRD PARTY] SHALL:

1. Provide [Third Party] land at \_\_\_\_\_, a water based site on which to construct the boating access facilities and related improvements.
2. Expend funds deposited for the purposes shown in site-specific projects that are derived from the SLIF Grant Agreement entered into between the Participant, and the State of Arizona through the ASPB.
3. Provide the Participant with quarterly construction progress reports and statements of expenses incurred under this agreement; and on completion of the project, refund any unexpended balance of funds to the Participant.
4. Make available to the Participant for purposes of periodic and final audit or review those records pertaining to approved projects which are required by A.R.S. § 35-214 or other law for audit.
5. Obtain or provide all clearances needed, including Corps of Engineers permits, coordination with the U.S. Bureau of Reclamation, IRRIGATION, DRAINAGE OR FLOOD CONTROL DISTRICTS, RECLAMATION PROJECTS OR LIKE AGENCIES AS NECESSARY.
6. If funds approved for development by the [Third Party] of facilities described in the SLIF Grant Agreement are not sufficient, the [Third Party] shall submit requests to the Participant for modifications to the project to bring the scope of the projects in line with available funds or provide from [Third Party] sources funding for costs in excess of those approved under the projects.
7. Operate and maintain the facilities as public boat launching facilities or related improvements, except as may be directed otherwise by future action of the Congress.
8. Upon the availability of appropriated funds, operate and maintain the facilities for minimum term of \_\_\_\_\_ years. If no longer able to operate and maintain the facilities under any circumstances, notify the Participant as to these circumstances, and offer a special use authorization that will provide the Participant with the opportunity to assume operational and maintenance responsibilities for the remainder of the Term of Use AS SET OUT IN THE PARTICIPANT AGREEMENT.
9. Have the prerogative at some further date to add to or modify these facilities as may be needed to meet current laws, regulations, or public need. Such changes [may not] be made without Participant participation and shall not be inconsistent with this agreement.
10. Not convert the facilities to other than public recreational boating use during the term specified in section B.8 (above) without the prior approval of the ASPB. The ASPB shall approve such conversion only if it finds it to be in accord with the most recent SLIF statute. Conversions shall require the



substitution of other recreation properties of at least equal fair market value and of reasonably equivalent usefulness and location.

11. The [THIRD PARTY] shall submit A CERTIFIED inspection report every five years to the PARTICIPANT that all terms of this agreement are being performed.

C. IT IS MUTUALLY AGREED AND UNDERSTOOD BY THE SAID PARTIES THAT:

1. This agreement is subject to the SLIF statute, A.R.S. § 5-382 and the SLIF Participant Agreement, which is incorporated by reference in this agreement.

2. Joint meetings shall be held at least annually and more often when necessary, for discussion of matters relating to recommendations for development, administration, and funding needs of boating access facilities. Such meetings will be held at the \_\_\_\_\_ and \_\_\_\_\_ staff levels.

3. The [ \_\_\_\_\_ ] SHALL BE RESPONSIBLE FOR THE APPROVAL AND PREPARATION OF THE PLANS AND [ \_\_\_\_\_ ] SHALL BE RESPONSIBLE FOR THE execution of plans necessary to carry out this agreement. All construction will be carried out to general [Third Party] standards and specifications and applicable provisions of Arizona laws after the Participant, [Third Party] and the ASPB have reviewed and approved the plans.

4. Subject to all other provisions of this agreement, a) no contribution to the [cooperative] fund herein provided for shall entitle the Participant to any share or interest in the facilities and improvements constructed under this agreement, other than the right to use the same under regulations of the [Third Party]; and b) all improvements shall be the property of the [Third Party].

5. Nothing in this agreement shall be construed as obligating the [Third Party] or the Participant to expend, or as involving the Participant, [Third Party] or the State of Arizona in any contract or other obligation for the future payment of, money in excess of appropriation authorized by law.

6. This agreement may be supplemented or amended IN WRITING at any time by mutual agreement, provided such supplements and amendments have been reviewed and approved by the [Third Party], the Participant, and the ASPB.

7. No member of or delegate to Congress shall be admitted to any share or part of this agreement or to any benefit that may arise therefrom unless it is made with a corporation for its general benefit.

8. All parties are put on notice that this agreement is subject to cancellation pursuant to A.R.S. § 38-511. [Provided, that any funds on deposit will be available for expenses incident to closing out the work beyond the period of written notice.]

9. The extension of benefits under the provisions of this agreement shall be without discrimination as to race, color, creed, sex, national origin or disability as defined by applicable state and federal law.

10. Pursuant to A.R.S. §§ 35-214 and 35-215, and Section 41-1279.04, as amended, all books, accounts, reports, files and other records relating to the Agreement shall be subject at all reasonable times to inspection and audit by the State for five years after completion of any project. Such records shall be reproduced as designated by the State of Arizona.

11. Each party, its contractors, or lessees shall be responsible for the protection from damage of all identified cultural resources within the area, which may be affected by its actions, and shall be liable for all damage or injury to the identified cultural resources caused by his actions. Each shall immediately notify the agency project administrator if any damage occurs to any cultural resource and immediately halt work in the area in which damage has occurred, until it has been authorized by the project administrator, after consultation with the [Third Party] archaeologist, to proceed.

12. This agreement shall become effective WHEN SIGNED BY BOTH PARTIES.

IN WITNESS WHEREOF, the parties have executed this agreement on the dates shown below:

[PARTICIPANT][THIRD PARTY]

By: \_\_\_\_\_ By: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Arizona State Parks Board

## ASSURANCE OF COMPLIANCE

### Title II, Americans with Disabilities Act (ADA) of 1990 Public Law 101-336, 42 U.S.C. Chapter 126

*Instructions: Please complete the requested information.*

---

(Name of Applicant)

THE UNDERSIGNED ACKNOWLEDGES AWARENESS OF AND THE  
RESPONSIBILITY TO COMPLY WITH THE FOLLOWING:

Title II, of the Americans with Disabilities Act, ("ADA") and federal department  
regulations on its implementation.

It is understood that recipients of state funds are required to comply with Title II of the  
ADA and those regulations of federal departments and agencies on its implementation.  
The ADA and federal department regulations mandate that: No qualified individual  
with a disability shall, on the basis of disability, be excluded from participation in or be  
denied the benefits of the services, programs or activities of a public entity, or be  
subjected to discrimination by any public entity. See 28 CFR Part 35.

This assurance is effective as of the date of state approval of funds and throughout the  
period during which real or personal property is used.

---

Signature of Authorized Official

---

Date

---

Applicant name

---

---

Applicant's address

---

**Statement of Non-interference with Vested Water Rights**  
(sample letter)

The proposed project, \_\_\_\_\_, submitted by \_\_\_\_\_ for the State Lake Improvement Fund grant, will not interfere with any vested water rights, or the operation or maintenance of water projects, including: domestic, municipal, irrigation district, drainage district, flood control district or reclamation projects.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

# **PROJECT BUDGET FORMS**

## **COMPLETEING THE BUDGET FORMS**

The following pages are required as part of the application packet. The forms and instructions are on the following pages and may be reproduced.

### **Instructions for Completing the Estimated Project Cost Sheet**

*The Estimated Project Cost Sheet is on the following page.*

## Project Title

- Enter the title of the proposed project as it appears on line 8 of the Certified Grant Application Form.

## Acquisition Project Costs

- Parcels to be acquired should be listed separately with the highest priority parcels appearing at the top of the list. **The prioritization of parcels is important. During the project review process staff may recommend deleting a parcel from the project. Items at the bottom of the list are usually considered for deletion first.**
- In the “CASH/IN-KIND MATCH” column indicate the amount of the participant’s matching funds to be applied to each parcel.
- In the “VALUE OF DONATION” column indicate the amount of the donation to the project (must be from an outside source).
- In the “GRANT REQUEST” column indicate the amount of grant funds being requested to purchase each parcel. The total of these two columns represents the anticipated cost of each parcel.
- In the “TOTAL PARCEL COST” column enter the anticipated cost of each parcel.
- Enter the total for all Parcels.

## Development/Equipment Project Costs

- List each scope item as identified on a Scope Item Cost Breakdown. Highest priority scope items should appear at the top of the list. **The prioritization of scope items is important. During the project review process staff may recommend deleting specific scope items from the project. Items at the bottom of the list are usually considered for deletion first.**
- In the “CASH/IN-KIND MATCH” column indicate the amount of the participant’s matching funds to be applied to each scope item.
- In the “VALUE OF DONATION” column indicate the amount of the donation to the project (must be from an outside source).
- Enter to the total of matching funds and donations into the “TOTAL MATCHING & DONATIONS” field.
- In the “GRANT REQUEST” column indicate the amount of grant funds being requested for each scope item.
- Enter the total of grant requests into the “TOTAL REQUESTED GRANT FUNDS”.
- Enter the totals into the “TOTAL ITEM COST”.
- Enter the totals for “TOTAL ITEM COST” in the “TOTAL DEVELOPMENT/ EQUIPMENT COSTS” field.

## Design & Engineering/Pre-agreement Costs

- Enter the total of all design and engineering costs as identified on the Design & Engineering/Pre-agreement (D&E/P) Costs Breakdown Sheet in the specified area (page 37).
- In the “CASH/IN-KIND MATCH” column indicate the amount of the participant’s matching funds to be applied to D&E/P costs.
- In the “VALUE OF DONATION” column indicate the amount of the donation to the project.
- In the “GRANT REQUEST” column indicate the amount of grant funds being requested for D&E/P costs. The total of these columns represents the anticipated cost for all design and engineering.

- Enter the totals for matching and donation and requested grant funds and the Total Pre-Agreement/D&E Costs. Enter the totals for all matching and requested grant funds in the Total Development/Equipment Costs field.

## **ESTIMATED PROJECT COST SHEET**

**Project Title:** \_\_\_\_\_

ACQUISITION PROJECT COSTS				
PARCEL NUMBER	CASH / VALUE OF IN-KIND MATCH	VALUE OF DONATION	REQUESTED GRANT AMOUNT	TOTAL PARCEL COST
TOTAL MATCH & DONATIONS				
TOTAL REQUESTED GRANT FUNDS				
TOTAL COSTS OF ALL ACQUISITIONS				

DEVELOPMENT / EQUIPMENT PROJECT COSTS				
SCOPE ITEM	CASH OR VALUE OF IN- KIND MATCH	VALUE OF DONATION	REQUESTED GRANT AMOUNT	TOTAL ITEM COST
PRE-AGREEMENT / DESIGN & ENGINEERING COSTS				
TOTAL MATCH & DONATIONS				
TOTAL REQUESTED GRANT FUNDS				
TOTAL DEVELOPMENT / EQUIPMENT COSTS				

<b>Total Cost of All Acquisitions</b>		\$ _____
<b>Total Development/Equipment Costs</b>	+	\$ _____
<b>Total Project Cost</b>	=	\$ _____
<b>Match Amount Certified by the Resolution</b>	-	\$ _____
<b>Grant Request</b>	=	\$ _____

Enter the Total Project Cost, Match Amount, and Grant Request on the Certified Grant Application Form on page 16. PRE-AGREEMENT / DESIGN & ENGINEERING COSTS shall not exceed 10% of the total grant amount.

## ACQUISITIONS COST BREAKDOWN

If your project does not include acquisition, this form is not needed.



PARCEL #	ACRES	ANTICIPATED DATE OF ACQUISITION	ESTIMATED COST	APPRAISAL & RELATED FEES	TOTAL COST OF PARCEL	*P/D
			\$	\$	\$	

\* Indicates Method of Acquisition: P= Negotiated Purchase    D= Donation

Complete the **Acquisition Cost Breakdown** identifying each parcel to be acquired. Total acreage involved should be noted, as well as the anticipated date of acquisition. In the column on the far right of the breakdown, indicate whether the parcel is being purchased (P) or donated (D).

## SCOPE ITEM COST BREAKDOWN

A separate cost breakdown must be submitted for each scope item.

**SCOPE ITEM:** \_\_\_\_\_

COMPONENTS OF SCOPE ITEM	MATERIAL # of Units OR	MATERIAL Unit Cost OR	Total Component Cost
	LABOR # of Hours	LABOR Hourly Rate	
TOTAL COST OF THIS SCOPE ITEM			

A **Scope Item Cost Breakdown** must be completed for each component of the project. As accurately as possible, develop cost estimates based on the anticipated costs of completing that scope item. Estimates should reflect realistic prices anticipated at the time the work will be done. Break down each scope item into materials and labor components as applicable. Work that will be done as part of one contract must be broken down and costs shown for each component of the project under the contract.

- ❖ **Contingency costs should be included within the cost of the scope item, not listed as a separate component.**

## DESIGN & ENGINEERING/PRE-AGREEMENT COSTS BREAKDOWN SHEET

**YOU MUST SUBMIT THIS SHEET IF D&E COSTS ARE BEING REQUESTED.**

**To help you determine your Design & Engineering/Pre-agreement costs, a worksheet and instructions are on pages 39-41.**

COMPONENTS OF PRE-AGREEMENT AND DESIGN & ENGINEERING COSTS	MATERIAL # of Units OR ----- LABOR # of Hours	MATERIAL Unit Cost OR ----- LABOR Hourly Rate	Total Component Cost
		\$	\$
<b>TOTAL ESTIMATED PRE-AGREEMENT / D&amp;E COSTS</b>			\$
<small>*This amount may not exceed 10% of the requested grant amount. Enter this amount on the Estimated Project Cost Sheet (page 34)</small>			

- ❖ Pre-agreement / Design & Engineering Costs (D&E/P) costs are limited to 10% of the grant amount and are optional scope items.

**These costs may be incurred up to three years prior to the application due date or after a grant is awarded and the participant agreement is executed. They must be specific to this project and may include site planning, feasibility studies, design, construction drawings and specifications, and similar items. The applicant must adhere to local rules and regulations as well as Arizona State Law in using qualified personnel to prepare final plans and specifications for the proposed development.**

- ❖ Grant application preparation and grant administration costs are not eligible scope items and must not be included with other pre-agreement or design and engineering costs.
- ❖ Contingency costs should be included within the cost of the scope item, not listed as a separate component.

***\*NOTE: To enable available funds to be used for work directly benefiting the recreational user, ASP staff may not recommend design and engineering costs for funding. If approved, design and engineering costs cannot exceed 10% of the grant amount.***

A cultural resources survey, including information regarding archaeological and other properties, is an eligible cost item which applicants may choose to include in the scope of work. Arizona State Parks may require that grant applicants conduct further work such as testing or mitigation of cultural resources before grant funds will be released, and such activities are the responsibility of the applicant. Activities such as testing and mitigation of cultural resources are not eligible for grant funds and may not be counted as match toward the project.

Phase I Environmental Assessments are eligible for inclusion as a cost item in the scope of work. Any additional work required to receive environmental clearances is the responsibility of the applicant and is not eligible for grant funds or as match counted toward the project.

If the amount of D&E/P being requested is clearly less than 10% of the requested grant amount, simply complete the **Design & Engineering/Pre-agreement Costs Breakdown Sheet**. As accurately as possible, develop cost estimates based on the anticipated costs of completing that component of the pre-agreement and/or design and engineering cost. Estimates should reflect realistic prices anticipated at the time of purchase or development. Break down each component into materials and labor costs as applicable.

Contingency costs should be included within the cost of the scope item, not listed as a separate component.

If it is anticipated that D&E/P costs will be charged to the project, please refer to the **Instructions for Design & Engineering/Pre-agreement Costs Worksheet** (page 39).

Once all of the Scope Item Cost Breakdowns are completed, the Estimated Project Cost Sheet (page 34) can be completed. The amounts entered on the Estimated Project Cost Sheet **must** correspond to the amounts entered on the Certified Application Form, Resolution/Authority to Apply, Acquisition Costs Breakdown, Scope Item Cost Breakdowns, and Design & Engineering/Pre-agreement Costs Breakdown.

## INSTRUCTIONS FOR DESIGN & ENGINEERING/ PRE-AGREEMENT COSTS WORKSHEET

**Design & Engineering/Pre-agreement Costs (D&E/P)** is an optional scope item. These costs may be incurred up to three years prior to the application date or after a grant is awarded and the participant agreement is executed. They must be specific to this project and may include site planning, feasibility studies, design, construction drawings and specifications, and similar items. They are limited to 10% of the awarded grant amount. A portion of the D&E/P costs may be covered by the applicant through donations or in-kind services which can be counted as matching funds. The 10% limitation still applies if donations are used. Or, the entire cost may be requested as grant funds.

The purpose of the Design & Engineering/Pre-agreement Costs Worksheet is to help the applicant determine if the requested amount of D&E/P costs are equal to or less than 10% percent of the requested grant amount. The worksheet can only be completed when all other project costs have been estimated. In other words, based on the estimated total project cost without D&E/P costs included and the amount of matching funds available, the applicant will be determining the maximum amount of D&E/P costs that can be included in the total project cost.

*If Design & Engineering/Pre-agreement costs are not going to be included in the total project cost, it is not necessary to complete this worksheet. Enter zero (0) on the Estimated Project Cost Sheet. If the amount is clearly less than 10% of the requested grant amount, simply complete the Design & Engineering/Pre-agreement Costs Breakdown Sheet. Otherwise, please continue.*

1. Enter the anticipated eligible costs in the top portion of the worksheet. The TOTAL ESTIMATED D&E/P COSTS is the total of eligible design and engineering costs that will be requested on the Estimated Project Cost Sheet. DO NOT INCLUDE THIS AMOUNT ON THE ESTIMATED PROJECT COST SHEET AT THIS TIME.
2. In the bottom section, you will determine what is the maximum amount of D&E/P costs that can be included in the total project cost based on available matching funds. Using .5 on *line 2* will calculate the greatest amount of D&E/P that could be claimed if the applicant can match the requested grant funds equally. If the amount of requested grant funds is being over-matched (it cannot be under-matched), use a decimal representing the smaller proportion of grant funds such as .45 for 45/55 or .4 for 40/60 grant/match relationship. Follow the instructions on the lower part of the worksheet.

*Line 5* is the Total Project Cost including the greatest allowable D&E/P cost.

*Line 7* is the greatest allowable D&E/P cost based on the other project costs and the maximum grant amount.

(continued on next page)

*Line 6* and *line 8* represent the 50/50-grant/match relationship with *line 8* being the applicant's obligation.

**If *line 7* is equal to or greater** than the Total Estimated Pre-Agreement/D&E Costs in the top portion of the worksheet, and the match requirement is available, use the amounts in the top portion of the worksheet to complete the D&E Cost Breakdown Sheet and enter that amount on the Estimated Project Cost Sheet.

**If *line 7* is less** than the Total Estimated Pre-Agreement/D&E Costs in the top portion of the worksheet, and the match requirement is available, adjust the amounts in the top portion of the worksheet to equal the amount on *line 7* and use that amount to complete the D&E/P Costs Breakdown Sheet and enter that amount on the Estimated Project Cost Sheet.

# WORKSHEET

## DESIGN & ENGINEERING/PRE-AGREEMENT COSTS

**This page is a worksheet for your convenience and does not need to be included with the application. The instructions are on the following pages.**

Components of Design & Engineering and Pre-Agreement Costs	MATERIAL # of Units OR ----- LABOR # of Hours	MATERIAL Unit Cost OR ----- LABOR Hourly Rate	TOTAL Component Cost
<b>TOTAL ESTIMATED D&amp;E / PRE-AGREEMENT COSTS</b> **This amount may not exceed 10% of the requested grant amount.			

### Use this formula to determine the allowable amount of Design & Engineering/Pre-agreement costs

Total Cost of Acquisition and Development Scope Items (Do not include pre-agreement/D&E costs)	\$ _____ line 1
Enter the percentage of the total project cost expected to be paid by grant funds as a decimal (i.e., .5 for 50%, or .4 for 40%)	\$ _____ line 2
Multiply <i>line 2</i> by .1	\$ _____ line 3
Subtract <i>line 3</i> from 1.0 (1.0 minus <i>line 3</i> )	\$ _____ line 4
Divide <i>line 1</i> by <i>line 4</i> (This is the Total Project Cost including D&E costs.)	\$ _____ line 5
Multiply <i>line 5</i> by <i>line 2</i> (This is the Grant Request.)	\$ _____ line 6
Multiply <i>line 6</i> by 10% (This is the maximum allowable D&E cost.)	\$ _____ line 7
Subtract <i>line 6</i> from <i>line 5</i> (This is the Applicant Match.)	\$ _____ line 8

## SCOPE ITEM TIMETABLE

[illegible]

Include each scope item. Estimate when work on that scope item will begin and be completed.



# DONATIONS LIST

*Donations must be supported by a letter from the donor identifying the amount and terms of the donation.*

ITEM / DONOR	NUMBER OF UNITS	UNIT COST	TOTAL VALUE
		\$	\$
TOTAL			\$

Donations to the applicant from any source may include land, services/labor, materials, and/or equipment. The fair market value of such donations may be used as a matching share of the grant. The estimated values of land and other donations may be derived from appraisals, applicant's pay scales, and formalized equipment use rates.

- ❖ Donated labor must be charged at **current minimum wage** or lower, unless it is for a licensed or skilled trade which may be charged at the current market rate.

**NOTE:** Contact ASP staff for information on acceptable methods of assessing values of donations. Costs associated with the initiation of development and/or the value of donations accepted by the applicant prior to approval of an application are not eligible project costs. The donor and value of the donation must be clearly identified on the Donations List.

- ❖ **Letters of commitment specifically identifying the value of the contribution and the method and date of delivery of the contribution must be provided to verify each donation/partnership.**

The source of donations must also be identified in the Resolution / Authority to Apply and the amount included as a component of the matching funds on the Estimated Cost Sheet.

# DONATIONS LIST

These guidelines will ensure consistency and assist grant applicants and participants in identifying and recording appropriate volunteer related expenses.

1. Donated labor and materials must be specific to the approved scope of the grant project to qualify as match and be eligible for reimbursement.
2. Donated labor will be valued at the current minimum wage.
3. The value of donated labor for a person professionally skilled in the type of work being performed for the project shall be the rate normally charged for this service (i.e., a backhoe operator operating a backhoe or a carpenter building a frame building).
4. A volunteer may not be credited for more than eight (8) hours work in a day. Daily time records for each volunteer must be maintained.
5. Time and expense incurred by a volunteer in getting to the project site is not an eligible cost or donation. Volunteer time starts at the project site.
6. The expense incurred by a project manager who is transporting volunteers to a project site is an eligible cost. Volunteer time starts at the project site.
7. The value of donated materials must not exceed fair market value established by comparison with prices from a vendor.
8. Food, beverages, and other considerations provided to volunteers are not an eligible cost. The project manager may claim a reasonable cost for providing water and portable restrooms.

# **MAPS AND PLANS**

## **ACQUISITION PARCEL MAP**

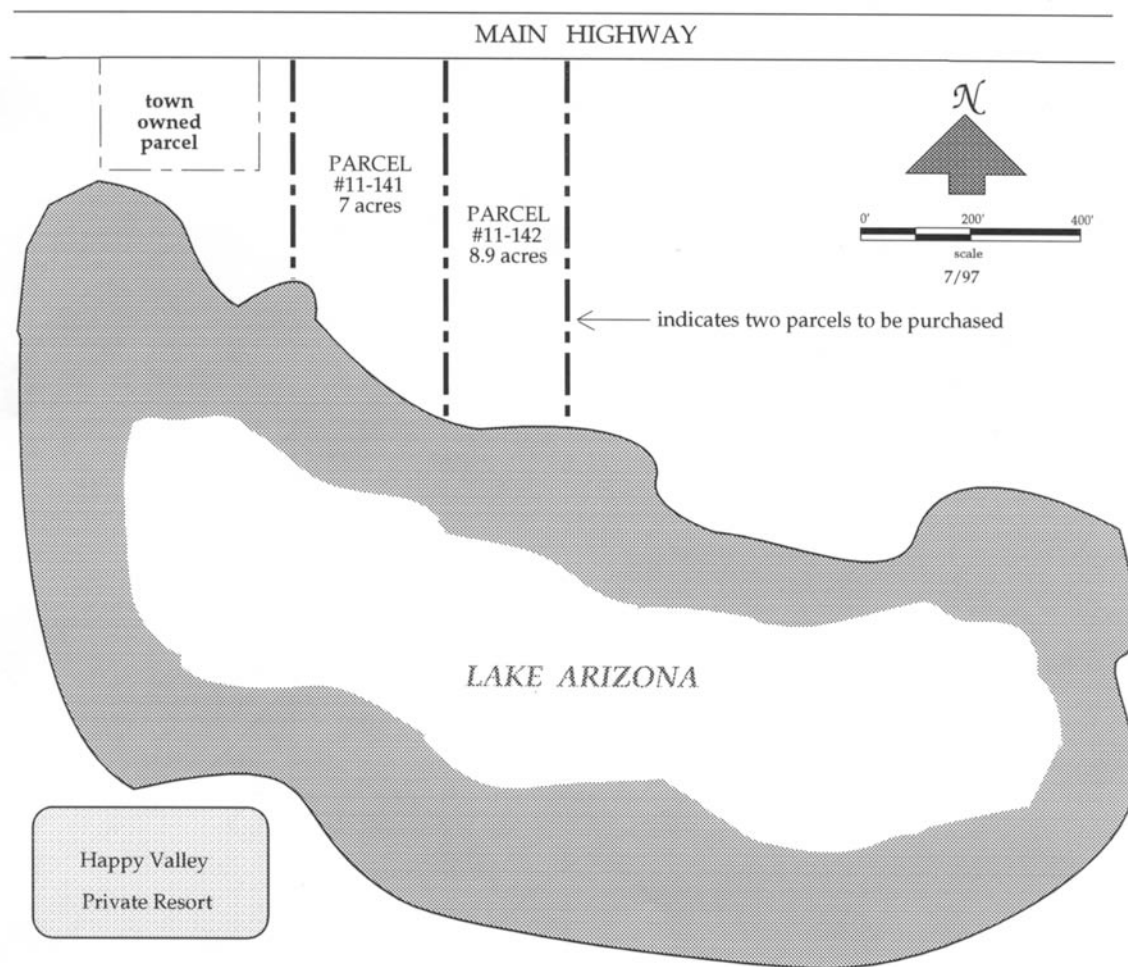
This map is required only if the project scope includes acquisition or donation of a property and should be submitted on paper 8 1/2 " x 11" in size.

The map shall identify all property to be acquired or donated under the proposed project and shall identify the following items:

1. Property lines
2. Parcel number(s) and parcel size(s)
3. Existing development (include overhead utilities and/or easements)
4. Surrounding land uses
5. North arrow, scale, project title, date prepared

### Sample Acquisition Map

#### LAKE ARIZONA BOATERS' ACCESS ACQUISITION



# LOCATION MAP

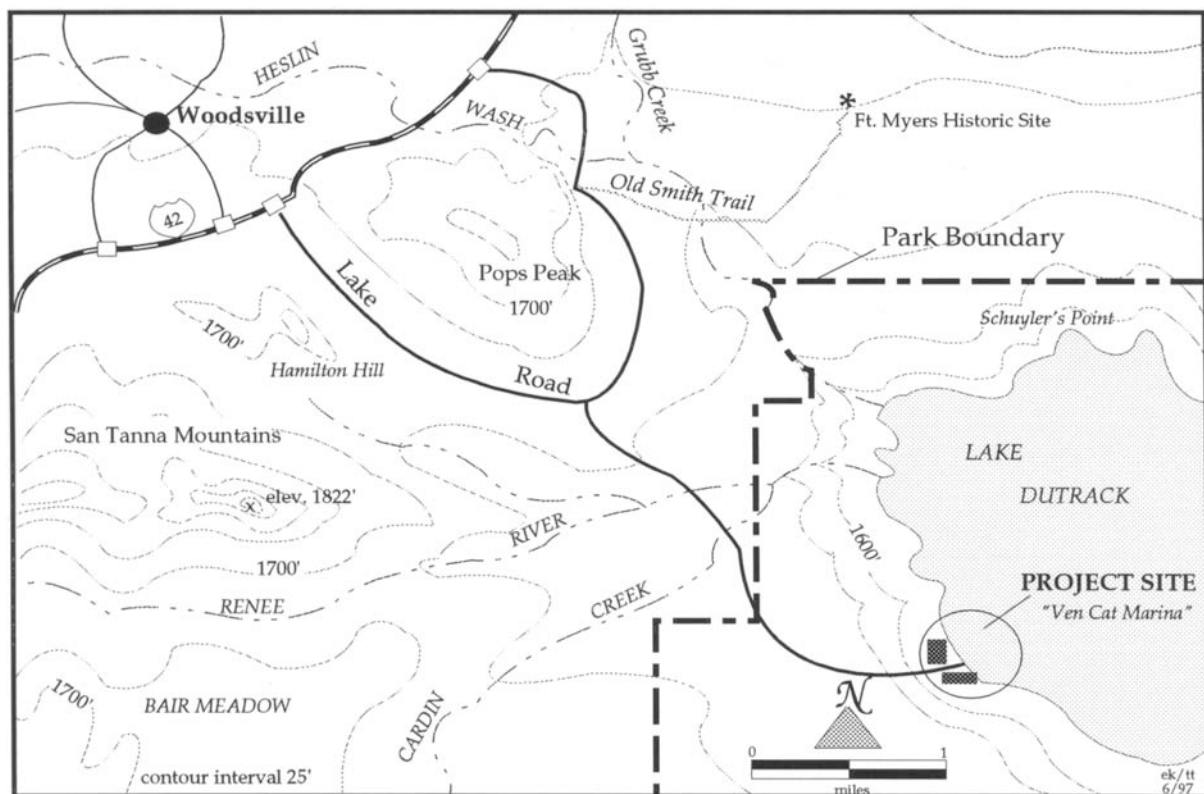
The location map should include the following and should be submitted on paper 8 1/2 " x 11" in size.

1. Topographic information sufficient to show natural land forms and significant man-made features such as lakes, rivers, drainage courses, dams, etc.;
2. Developed or proposed access roads within and through the area;
3. General location of existing and proposed recreation facilities; and
4. North arrow, project title, scale, date prepared

For Equipment projects: The location map should indicate the location where the proposed equipment will be used.

## Sample Location Map

### VEN CAT MARINA



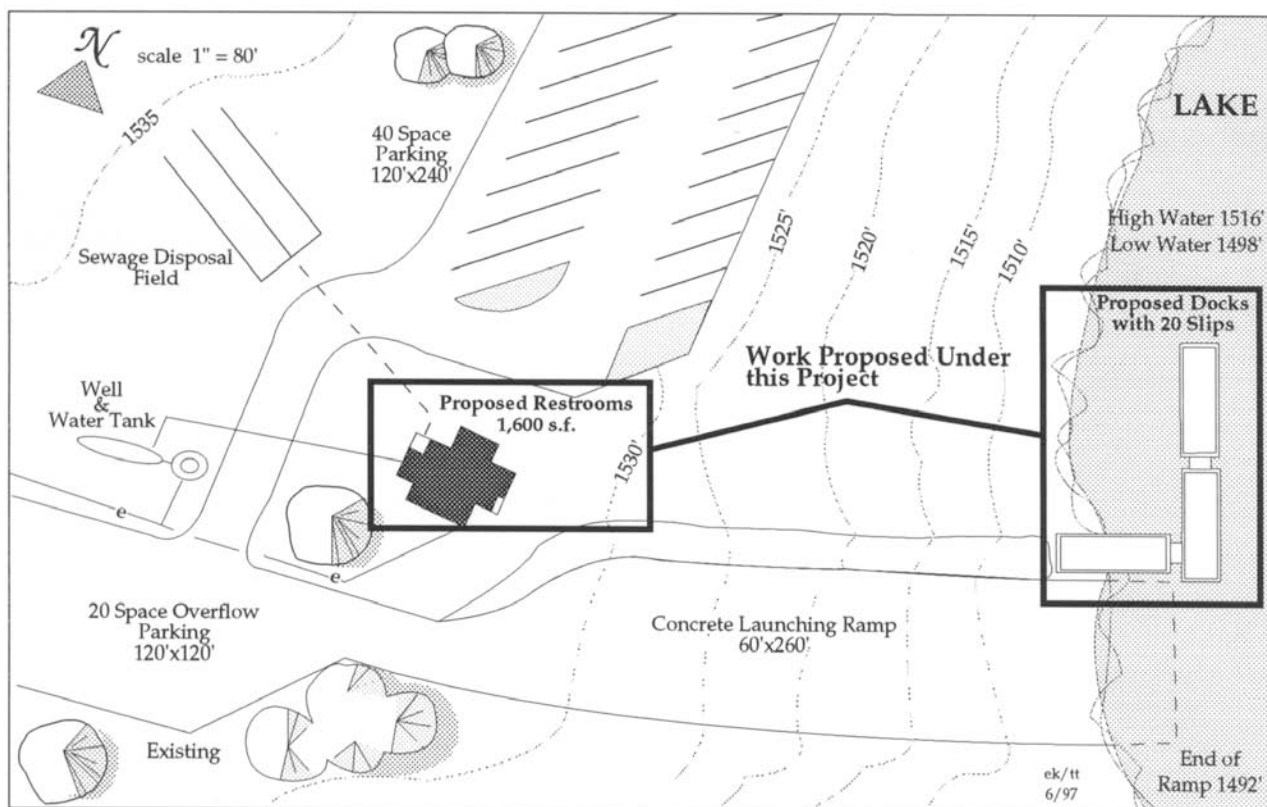
# SITE MAP

The site map should include the following information and should be submitted on paper 8 1/2"x11" in size.

1. Topographic information giving elevation for affected land and submerged areas including proposed modifications caused by grading, high and low water elevations, etc.
2. Location and dimensions of all existing and proposed roads, parking and paved areas;
3. Location of existing and proposed utilities, sewage disposal areas, and recreational facilities;
4. Location, size, and capacity of all existing and proposed boat launching areas, docks, marinas, aid stations, or other water-based boating/support facilities;
5. Location and configuration of proposed drainage improvements, flood control features, levees, dikes, or river control works, shoreline stabilization, and
6. North arrow, project title, scale, date prepared

## Sample Site Map

### VEN CAT MARINA

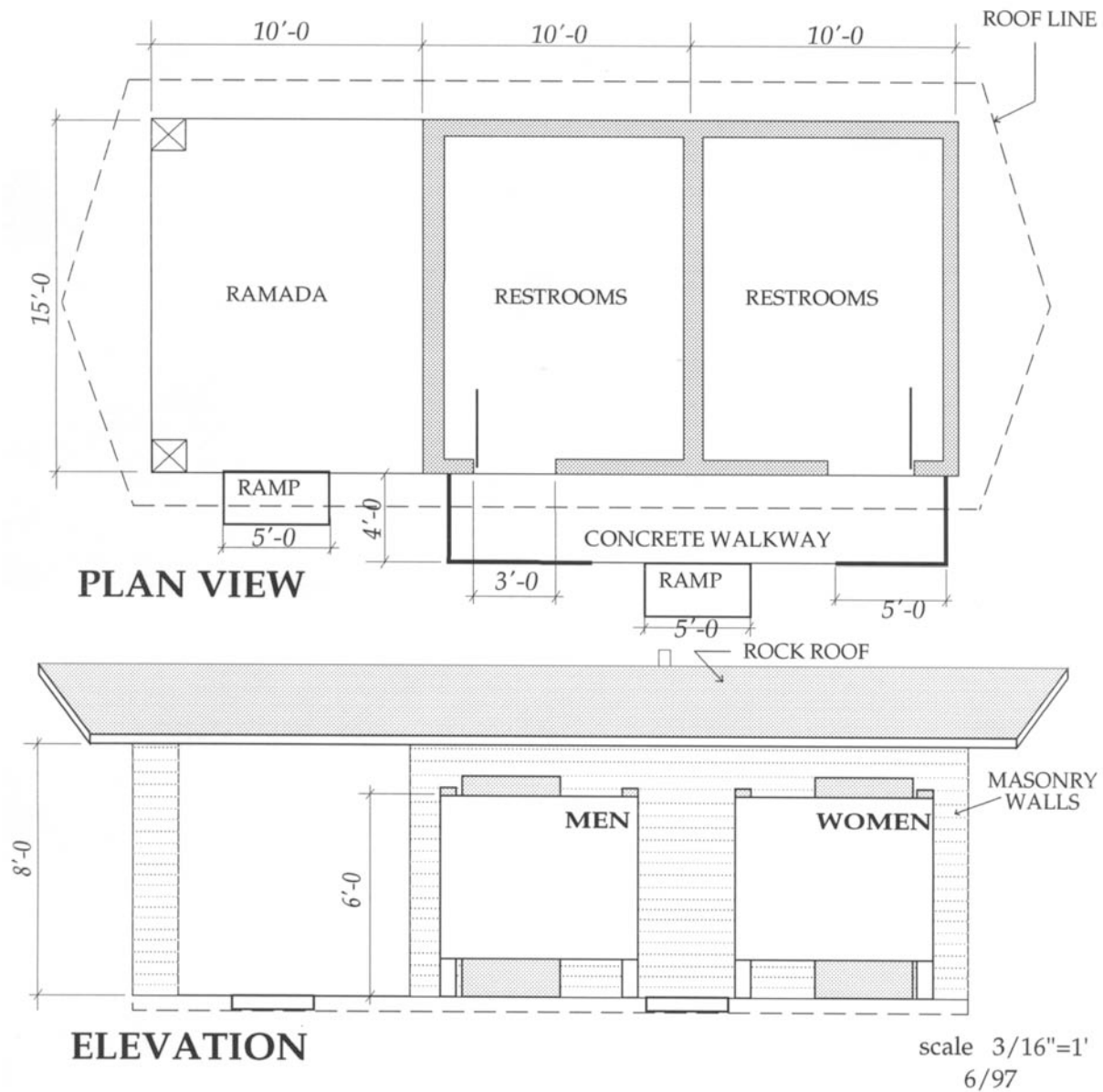


## FLOOR PLANS

Preliminary floor and elevation plans must be submitted for all proposed structures in the application and must be on paper 8 1/2 " x 11" in size. An elevation drawing must be submitted to indicate the architectural treatment.

Note: Structures must be designed and built as per the Architectural Barriers Act of 1968 and Arizona Revised Statutes § 34-401 and Title II, Americans with Disabilities Act of 1990.

Sample Restroom Floor Plan



## APPENDIX

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### County Boat Use Days Per Year 2006 Arizona Watercraft Survey

<i>County</i>	<i># Boat Use Days Per Year</i>	<i>Percent of Total Boat Use Days Per Year in Arizona</i>
Mohave	3,400,865	50.8%
Maricopa	996,417	14.9%
La Paz	792,804	11.8%
Coconino	622,423	9.3%
Gila	392,302	5.9%
Yuma	362,834	5.4%
Apache	58,533	.9%
Santa Cruz	20,738	.3%
Cochise	18,331	.3%
Navajo	11,443	.2%
Pinal	9,012	.1%
Graham	1,675	<0.1%
Pima	1,379	<0.1%
Yavapai	1,259	<0.1%
Greenlee	0	0.0%
<b>TOTAL</b>	<b>6,690,015</b>	<b>100%</b>



## NOTES

## Competitive Grant Programs Currently Administered by the Arizona State Parks Board

Program	Purpose	Fund Source	Application Deadline	Program Coordinator
<b>Local, Regional and State Parks</b> (Heritage Fund)  <b>LRSP</b>	To support land acquisition and facility development for parks, outdoor recreation, and open space preservation	*Up to \$3.5 million annually from the Arizona State Parks Board Heritage Fund	No later than 5:00 p.m. on the last working day of February	Danielle Silvas (602) 542-7160
<b>Trails</b> (Heritage Fund)  <b>Trails</b>	To support non-motorized trail acquisition, construction, and improvement for trails on the State Trails System	*Up to \$475,000 annually from the Arizona State Parks Board Heritage Fund	No later than 5:00 p.m. on the last working day of February. State Trails System nominations due by 5:00 p.m. on the first working day of July	Robert Baldwin (602) 542-7130
<b>Historic Preservation</b> (Heritage Fund)  <b>HP</b>	To support historic preservation efforts consistent with the Secretary of the Interior's Standards	Up to \$1.7 million annually from the Arizona State Parks Board Heritage Fund	No later than 5:00 p.m. on the last working day of May (1 <sup>st</sup> cycle); December (2 <sup>nd</sup> cycle).	Vivia Strang (602) 542-4662
<b>Growing Smarter State Trust Land Acquisition</b> (Land Conservation Fund)  <b>GS</b>	To conserve open space in or near urban areas through the purchase or lease of State Trust land	Up to \$18 million annually from the State General Fund for fiscal years 2001 through 2011	No later than 5:00 p.m. on the last working day of May. Applications for Sale due to the State Land Department by the first working day in August.	Doris Pulsifer (602) 542-7127
<b>Recreational Trails Program Motorized Portion</b> (Federal)  <b>RTP</b>	To support motorized trail development, mitigation, acquisition, and education for off-highway vehicle recreation	Approximately \$500,000 available annually from the Safe, Accountable, Flexible Transportation Equity Act	No later than 5:00 p.m. on the last working day of March	Robert Baldwin (602) 542-7130
<b>Land &amp; Water Conservation Fund</b> (Federal)  <b>LWCF</b>	To support land acquisition and facility development for parks, outdoor recreation, and open space preservation	Subject to Congressional appropriations	Through the LRSP application process, no later than 5:00 p.m. on the last working day of February	Pat Dutrack (602) 542-7129
<b>State Lake Improvement Fund</b>  <b>SLIF</b>	To support boating related facilities and access on waters where boating is permitted throughout Arizona	Approximately \$6 million annually from motor boat fuel tax revenue and watercraft license fees	No later than 5:00 p.m. on the last working day in January.	Danielle Silvas (602) 542-7160

For more information on grants, visit our web site at [www.azstateparks.com](http://www.azstateparks.com) or e-mail us at [grants@azstateparks.gov](mailto:grants@azstateparks.gov)